

ELECTRONIC CASE FILING CM/ECF



User's Manual

District of Kansas
(Revised February 2003)

Electronic Case Files System User's Manual

(Last revision: February 2003)

Getting Started

Introduction

This manual provides instructions on how to use the Electronic Case Filing (ECF) system to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of Netscape and Adobe Acrobat.

Help Desk

Contact the Clerk's Office between the hours of 9:00 A.M. and 4:30 P. M., Monday through Friday, if you need assistance using ECF.

Kansas City:	913-551-6719
Topeka:	785-295-2610
Wichita:	316-269-6491

OR

E-mail: ksd_cmecf_helpdesk@ksd.uscourts.gov

ECF System Capabilities

The electronic filing system allows registered participants with Internet accounts and Netscape software to perform the following functions:

- Access the Court's web page
- Download the most recent version of the User's Manual
- Self-train on a web-based ECF Tutorial
- Train personnel on a training system comparable to the official "live" system
- Electronically file pleadings and documents in actual ("live") cases
- View official docket sheets and documents associated with cases
- View various reports for cases that were filed electronically

Requirements

Hardware and Software Requirements

The hardware and software needed to electronically file, view and retrieve case documents are the following:

- A computer running a standard platform such as Windows, Windows 95 or Macintosh
- Internet connectivity through an Internet provider
- Netscape Navigator software version 4.5, 4.7 or 4.76 is most reliable. A link to download Netscape Navigator 4.76 is available on our website
- Software, such as Adobe Acrobat Writer or pdfFactory, to convert documents from a word processor format to portable document format (PDF).
- A scanner to transmit documents that are not in your word processing system. **Note: This would only be used for documents that cannot be produced electronically.**

PACER Registration

ECF users must have a PACER account with the court in order to use the Query and Report features of the ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. Also, you may register for PACER online at <http://pacer.psc.uscourts.gov>.

Registering for Access to ECF

Participants will need to register with the court to receive a login and password for the CM/ECF system. Registration forms can be obtained on our web site at <http://www.ksd.uscourts.gov> or by calling the court.

The telephone numbers are as follows:

Kansas City	913-551-6719
Topeka	785-295-2610
Wichita	316-269-6491

Completed registration forms should be mailed to:

Clerk, US District Court
Electronic Filing Registration
259 U.S. Courthouse
500 State Avenue
Kansas City, KS 66101

Once an account has been established, your login and password will be sent to you by the Clerk's Office by regular, first-class mail.

Registered users can visit a training version of the system on the Internet at <https://ecf-train.ksd.uscourts.gov> to practice ECF activities. We strongly recommend that registered users practice in the “training” ECF database before filing documents in the “live” ECF database.

Preparation

Setting Up the Acrobat PDF Reader

Users must set up Adobe's Acrobat Reader software in order to view documents that have been electronically filed on the system. All pleadings must be filed in PDF format. When installing this product, please review and follow Adobe's directions to utilize Acrobat Reader after installation.

Portable Document Format (PDF)

Only PDF (Portable Document Format) documents may be filed with the court using the ECF system. Before sending the file to the court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format.

How to View a PDF File

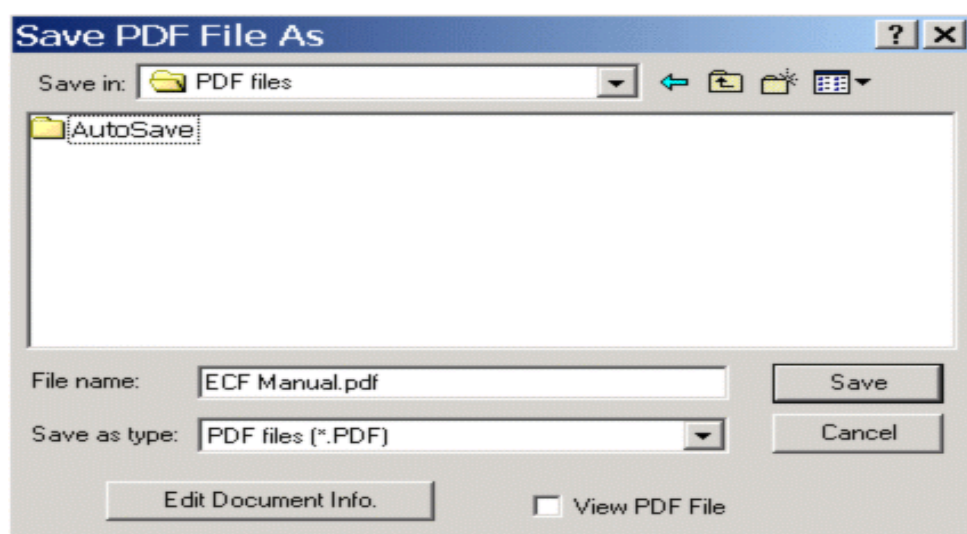
- Start the Adobe Acrobat program.
- Go to the ***File*** menu and choose ***Open***.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, Adobe Acrobat Exchange loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the ***View*** menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

How to Convert Documents to PDF Format

You must convert all of your documents to PDF format before submitting them to the court's Electronic Case Filing (ECF) system. The conversion process requires special software such as Adobe Acrobat Writer or FinePrint pdfFactory.

Using any word processing program:

- Install Acrobat Writer or FinePrint pdfFactory on your computer.
- Open the document to be converted.
- Select the **[Print]** option (generally found in the File menu) and in the dialog box select the option to change the current printer. A drop down menu with a list of printer choices is displayed.
- Select **Adobe PDFWriter** or **FinePrint pdfFactory***



- “Print” the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.
- Make a note of the file location so you can find the document later when you are ready to upload it. Change the location if necessary by clicking in the “Save in” area of the window.
- Name the file, giving it the extension .PDF and click the **[Save]** button.

Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to Adobe PDFWriter, and follow the directions above.

**You must have either Adobe Acrobat Writer or FinePrint pdfFactory installed on your computer to see these choices listed.*

Basics

User Interactions

There are three general types of user interactions allowed by the system:

- Entering information in data fields
- Using command buttons to direct system activities
- Mouse-clicking on hyperlinks

Conventions used in this Manual:

- Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>.
- Command buttons are represented in this manual in **[bracketed boldface type]**.
- Hyperlinks are represented in **underlined boldface type**.

Documents Filed In Error

A document incorrectly filed in a case may result from posting the wrong PDF file to a docket entry; selecting the wrong document type from the menu; or simply entering the wrong case number and not discovering the error before the transaction is completed.

The system will not permit you to make changes to the document(s) or docket entry filed in error once the transaction has been accepted. Please notify the court if you electronically file a document in error as soon as possible after an error is discovered. You will need to have the case number and document number available. If appropriate, the court will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document.

To request a correction, telephone the appropriate office:

Kansas City	913-551-6719
Topeka	785-295-2610
Wichita	316-269-6491

Viewing Transaction Log

This feature, selected from the **Utilities** menu allows you to review all transactions ECF has processed with your login and password. If you believe or suspect someone is using your login and password without your permission, change your password immediately, then telephone the court's Help Desk as soon as possible.

User's Manual

The most recent version of the User's Manual for the system is always available at www.ksd.uscourts.gov in PDF format.

A Step-By-Step Guide

Below is a step-by-step guide for entering the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet. We suggest that you go through the steps on the training data base before trying to actually file a document.

How to Access the System

Users can get directly into the CM/ECF system via the Internet by going to:

<https://ecf.ksd.uscourts.gov/>

Or, you may go to the District of Kansas's Web site at www.ksd.uscourts.gov and click on the CM/ECF hyperlink.

Click on **CM/ECF System** link to open the login screen and login to ECF.

Users can access the **Training Database** by going to

<https://ecf-train.ksd.uscourts.gov>

Logging In

The next screen is the login screen.

ECF/PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

In the future an access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

client code:

CM/ECF has been tested and works correctly with Netscape 4.6x and 4.7x.

Enter your ECF Login and User Password in the appropriate data entry fields. All ECF login names and passwords are case sensitive.

Note: Use your **ECF** login and password if you are entering the system to file a pleading or to maintain your account. If you only wish to enter ECF to query the database for case information or to view a document, enter your **PACER** login and password.

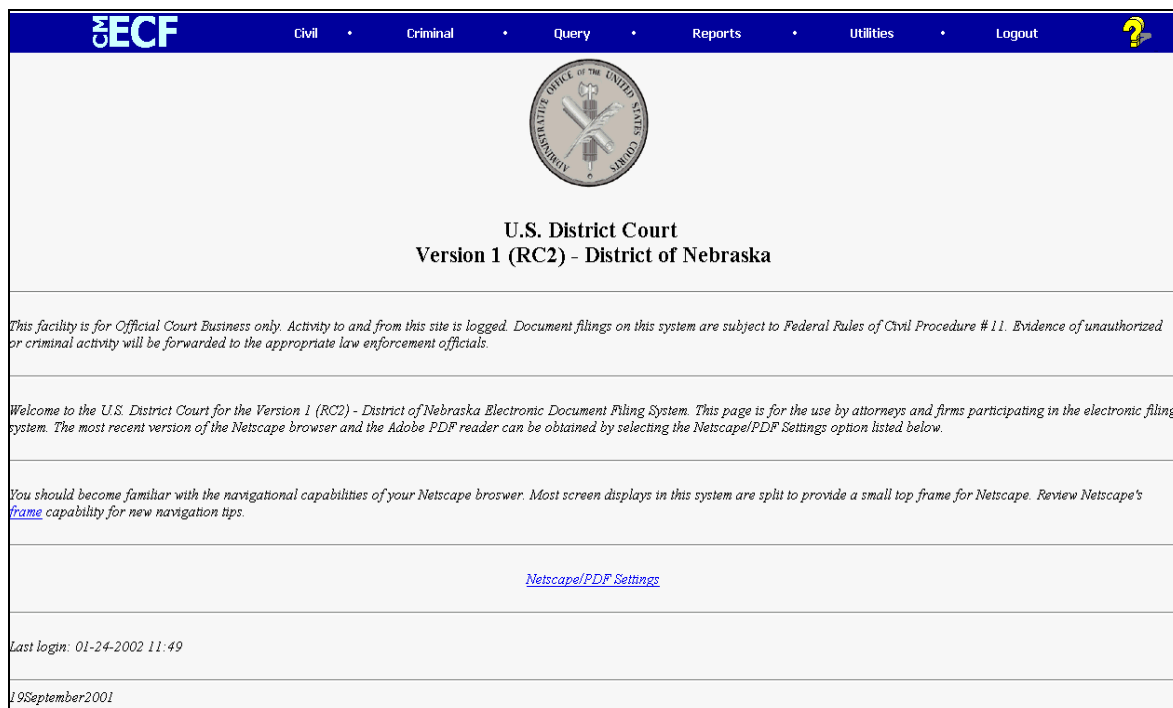
Verify that you have entered your ECF login and password correctly. If not, click on the **[Clear]** button to erase the Login and Password entries and re-enter the correct information. After you enter the correct login and password information, click on the **[Login]** button to transmit your user information to the ECF system.

\$ If the ECF system does not recognize your login and password, it will display the following error message on a new screen.

Login failed either your login name or key is incorrect

\$ Click on the **[Back]**  button in your browser and re-enter your correct login and password.

Once the **Main Menu** appears, choose from a list of **hyperlinked** options on the menu bar.



Note: The date *you last logged into the system* appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please telephone the court's Help Desk (see p. 3) as soon as possible.

Selecting ECF Features

ECF provides the following features that are accessible from the Blue menu bar at the top of the opening screen.

- Civil-** Select **Civil** to electronically file all civil case pleadings, motions, and other court documents.
- Criminal-** Select **Criminal** to electronically file all criminal case pleadings, motions, and other court documents.
- Query-** Query ECF by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. You must login to **PACER** before you can query ECF.
- Reports-** Choose **Reports** to retrieve docket sheets and cases-filed reports. You must login to **PACER** before you can view an ECF report.
- Utilities-** View your personal ECF transaction log and maintain personal ECF account information in the **Utilities** area of ECF.
- Logout-** Allows you to exit from ECF and prevents further filing with your password until the next time you log in.




Civil Events Feature

Registered filers will use the Civil feature of ECF to electronically self-file with the Court a variety of pleadings and other documents for civil cases. This section of the manual describes the basic steps that you need to take in order to file a single motion with the Court. The process is consistent regardless of the event.

General Rules and Manipulations


Manipulating the screens

Each screen has the following two buttons:

-  clears **all** characters entered in the box(es) on that screen.
-  or  accepts the entry just made and displays the next entry screen, if any.

Correcting a mistake:



Use the  button on the Netscape toolbar to go back and correct an entry made on a previous screen. However, once the document is transmitted to the court, only the court can make changes or corrections.

Signatures; Affidavits of Service

Documents which must contain original signatures or which require either verification or an unsworn declaration under any rule or statute, shall be filed electronically with originally executed copies maintained by the filer. The pleadings or other documents electronically filed shall indicate a signature, e.g., "s/Jane Doe."

In the case of a stipulation or other document to be signed by two or more persons, the following procedure should be used:

- (a) The filing party or attorney shall initially confirm that the content of the document is acceptable to all persons required to sign the document and shall obtain the physical signatures of all parties on the document.
- (b) The filing party or attorney then shall file the document electronically, indicating the signatories, e.g., "s/Jane Doe," "s/John Doe," etc.
- (c) The filing party or attorney shall retain the hard copy of the document containing the original signatures after the case ends, at least until the time for all appeals has expired.

(d) A non-filing signatory or party who disputes the authenticity of an electronically filed document containing multiple signatures or the authenticity of the signatures themselves must file an objection to the document within eleven days of receiving the Notice of Electronic Filing.

Filing a Civil Complaint

The Court will accept complaints and civil cover sheets sent by e-mail, submitted on 3.5" floppy disks or CDs, sent by U. S. Mail, or delivered in person to the Clerk's office. If you e-mail your complaint, it must be in PDF format and sent to one of the following addresses:

ksd_clerks_kansascity@ksd.uscourts.gov
ksd_clerks_topeka@ksd.uscourts.gov
ksd_clerks_wichita@ksd.uscourts.gov

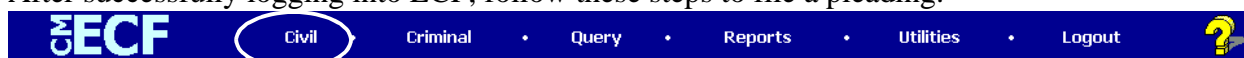
The filing fee, in the form of cash, check, money order or credit card, must accompany a complaint sent through the U.S. Mail or personally delivered to the Clerk's office. If sent by e-mail, the Clerk's office will contact the filing party for a credit card number to pay the filing fee.

Filing Documents for Civil Cases

There are eight basic steps involved in filing a document:

- 1) Select the type of document to file
- 2) Enter the case number in which the document is to be filed
- 3) Designate the party(s) filing the document
- 4) Specify the PDF file name and location for the document to be filed
- 5) Add attachments, if any, to the document being filed
- 6) Modify docket text as necessary
- 7) Submit the pleading to ECF
- 8) Receive notification of electronic filing

After successfully logging into ECF, follow these steps to file a pleading.



1. Select the type of document to file

Select **Civil** from the blue menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.

Click on **Motions**, under **Motions and Related Filings**



The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file.



For demonstration purposes, highlight **Preliminary Injunction** and click on [Next].

Note: To select more than one motion, press and hold down the **Ctrl** key, and click on each of the desired multiple forms of relief.

2. Enter the case number in which the document is to be filed.

A new Motions screen opens with Case Number field. Enter the number of the case for which you are filing a motion and click on **[Next]**.

The screenshot shows the CM/ECF web interface. At the top is a blue navigation bar with the CM/ECF logo and links for Civil, Criminal, Query, Reports, and Ut. Below this is a 'Motions' section. A 'Case Number' label is above a text input field containing '00-101'. To the right of the input field is a yellow tooltip box containing the text '99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345'. Below the input field are two buttons: 'Next' and 'Clear'.

- If the number is entered incorrectly, click **Clear** to re-enter. If the computer prompts that you entered an invalid case number, click on **Back** to re-enter.
- When the case number is correct, click on **Next**.

3. Designate the party(s) filing the document

The screenshot shows the CM/ECF web interface. At the top is a blue navigation bar with the CM/ECF logo and links for Civil, Criminal, Query, and R. Below this is a 'Motions' section. A blue link '8:00-cv-00101 Solich v. Stoops' is displayed. Below this is a blue instruction: 'If the name of the filer does not appear below click on Add/Create New Party.' Underneath is a 'Select the Party:' label above a scrollable list box. The list box contains two entries: 'Frank Solich [Plaintiff]' and 'Bob Stoops [Defendant]'. To the right of the list box is a blue link 'Add/Create New Party'. Below the list box are two buttons: 'Next' and 'Clear'. A mouse cursor is visible near the bottom right of the list box.

Highlight the name of the party or parties for whom you are filing the motion. If you

represent all defendants or all plaintiffs, you may select the entire group by holding down the control key while pointing and clicking on each party of the group.

After highlighting the parties to the motion, click on the **[Next]** button.

Note: If your party does not appear, contact the Clerk's Office.

4. Specify the PDF file name and location for the document to be filed.

ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below. ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF.

Note: You **MUST** attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** be in **PDF** format. Otherwise, ECF will not accept the document.

 No ☐ Yes'. At the bottom are 'Next' and 'Clear' buttons."/>

ECF Civil • Criminal • Query •

Motions

[8:00-cv-00101 Solich v. Stoops](#)

Select the pdf document (for example: C:\199cv501-21.pdf).

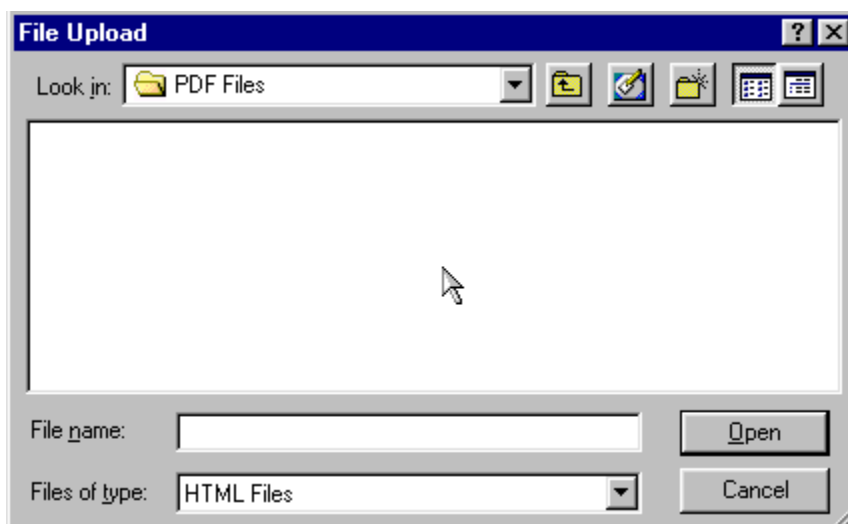
Filename

Browse...

Attachments to Document: ☒ No ☐ Yes

Next **Clear**

- Click on the **[Browse]** button. ECF opens the following screen.



- Change the **Files of type** from:

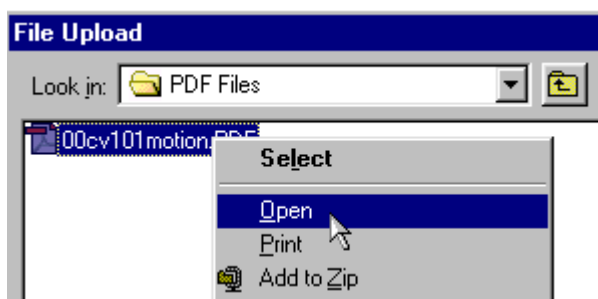


to:



- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

Note: In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.



- Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.

The screenshot shows the ECF web interface. At the top is a blue header with the ECF logo and navigation links: Civil, Criminal, and Query. Below the header, the page title is "Motions". A link for "8:00-cv-00101 Solich v. Stoops" is visible. The main content area contains the instruction: "Select the **pdf** document (for example: C:\199cv501-21.pdf).". Below this is a "Filename" label and a text input field containing "C:\My Documents\PDF Files\00cv101mo". To the right of the input field is a "Browse..." button. Below the input field is the "Attachments to Document:" section with radio buttons for "No" (selected) and "Yes". At the bottom of the form are "Next" and "Clear" buttons.

If there are no attachments to the motion, click on **[Next]**. A new **Motions** window opens. Go to Section 6, “**Modifying Docket Text**,” to proceed with your filing.

If you have Attachments to your motion, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to the first step in Section 5, “**Adding Attachments to Documents Being Filed**”.

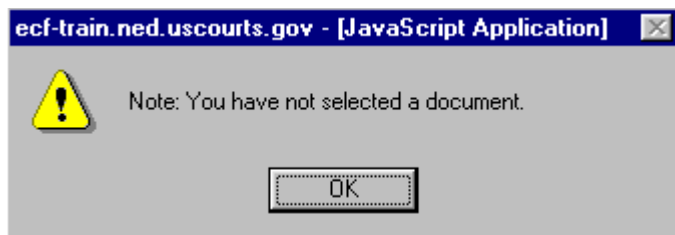
In the event you selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you click on the **[Next]** button.

The screenshot shows the ECF web interface with a blue header containing the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, and Logout. The page title is "Motions". A link for "6:02-cv-01248-MLB Waldinger Corporation The v. McWhirt" is visible. Below the link, an error message is displayed: "ERROR: Document is not a well-formed PDF document (no further information is available).". The "Back" button is circled in red. An arrow points from the text above to the error message.

- ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the **[Back]** button and ECF will return to the **Motions** screen. Select and highlight the PDF file of your pleading and proceed as before.

Failure to Select A Document to File

If you fail to select a document to file with your pleading, ECF will display the error message depicted below.



- If you click [OK] from the screen depicted above ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

5. Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Motions** screen appears.

ECF Civil • Criminal • Query • Reports • Utilities • Logout

Motions
[8:00-cv-00101 Solich v. Stoops](#)

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type and/or enter a description.

Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- Click on [**Browse**] to search for the document file name of the attachment.
- Next to the field for attachment **Type**, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection, if applicable.
- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.
- Click on [**Add to List**].

ECF adds the selected document as an attachment to the pleading. A new **Motions** screen opens so you may file additional attachments to the pleading.

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

H:\CMECF pdf files\miscellaneousdo...

2) At your option, select a document type and/or enter a description.

Type	Description
Appendix	

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

H:\CMECF pdf files\Motiontoextenddiscovery.pdf

- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on **[Next]**.

Note: For paper attachments, divide them into 15 to 20 page segments, scan and file them electronically.

6. Modify docket text

ECF Civil • Criminal • Query • Reports • Utilities •

Motions

[8:00-cv-00101 Solich v. Stoops](#)

Docket Text: Modify as Appropriate.

MOTION for Preliminary Injunction on behalf of Plaintiff Frank Solich (attorney2,)


Click on the button shown here to open a modifier drop-down list. Select a modifier if appropriate.

The screenshot shows the CM/ECF web interface. At the top is a blue navigation bar with the 'ECF' logo and links for Civil, Criminal, Query, Reports, and Utilities. Below this is a 'Motions' section with a link to '8:00-cv-00101 Solich v. Stoops'. The main area is titled 'Docket Text: Modify as Appropriate.' and contains a text input field. A dropdown menu is open on the left side of the text field, showing a list of motion types: First, Second (highlighted), Third, Fourth, Fifth, Sixth, Seventh, Eighth, Ninth, Tenth, Amended, Consent, Counter, Cross, Emergency, Endorsed, Ex Parte, Final, and Interim. The text field contains the text 'MOTION for Preliminary Injunction' followed by a blank space and 'on behalf of Plaintiff Frank Solich (attorney2,)'.

Click in the open text area to type additional text for the description of the pleading. If no additional text applies, leave the field blank.

This screenshot shows the same CM/ECF web interface as the previous one, but the dropdown menu is now closed. The text field contains the text 'Second' followed by 'MOTION for Preliminary Injunction' and 'to cease and desist from' in the text input area, followed by 'on behalf of Plaintiff Frank Solich (attorney2,)'. At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

7. Submit the pleading.

- Click on the [Next] button. A new **Motions** window appears with the complete text for the docket report.
- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the  Back button on the Netscape toolbar to find the screen you wish to alter.

The screenshot shows the CM/ECF web interface. At the top is a blue navigation bar with the 'ECF' logo and links for Civil, Criminal, Query, Reports, and Utilities. Below the bar, the page is titled 'Motions' and shows a case link '8:00-cv-00101 Solich v. Stoops'. A section labeled 'Docket Text: Final Text' contains a yellow-highlighted entry: 'Third MOTION for Preliminary Injunction to cease and desist by Attorney Bobby Donnell on behalf of Plaintiff Frank Solich (Pleiss, Luta)'. Below this, a red 'Attention!!' warning states: 'Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.' At the bottom are two buttons: '[Next]' and 'Clear'.

- Click on the **[Next]** button to file and docket the pleading.

Note: The screen depicted above contains the following warning.

Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- clicking on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.
- clicking on the Web Browser **[Back]** button until *you return to the desired screen*.

8. Notice of Electronic Filing

ECF opens a new **Motions** window displaying an ECF filing receipt.

ECF Civil • Criminal • Query • Reports • Utilities • Log

Motions
[8:00-cv-00101 Solich v. Stoops](#)

Notice of Electronic Filing

The following transaction was received from Bobby Donnell on 2/7/2002 at 8:22 PM CST

Case Name: Solich v. Stoops
Case Number: [8:00-cv-00101](#)
Document Number: [2](#)

Docket Text:
 Third MOTION for Preliminary Injunction to cease and desist by Attorney Bobby Donnell on behalf of Plaintiff Frank Solich (Pleiss, Luta)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:C:/WINDOWS/Desktop/CofC.pdf
Electronic document Stamp:
 [STAMP doccfStamp_ID=1002743010 [Date=2/7/2002] [FileNumber=56249-0] [5cabcaf55e74eceb929b886c8e0cc5a5fa41f62d76f2f832ee1204010c1c8011c24da8cb9ac271fe07806426c2a77dd65992d891a699512144c5e6b9b880645d]]

8:00-cv-00101 Notice will be electronically mailed to:

8:00-cv-00101 Notice will not be electronically mailed to:

Bobby Donnell
 DONNELL, YOUNG LAW FIRM
 72 Beacon Street
 Boston, MA 02108

- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select **[Print]** on the Netscape Toolbar to print the document receipt.
- Select **[File]** on the Netscape menu bar, and choose **Save Frame As...** from the drop-down window to save the receipt to a file on the hard drive of your computer.

Note: The **Notice of Electronic Filing** represents your Certificate of Service. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their e-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will ***not*** be electronically notified of the filing. It is the ***filer's*** responsibility to serve hard copies of the pleading **and** the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

E-Mail Notification of Documents that Were Filed

After a pleading is electronically filed, the ECF system sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their e-mail addresses to the court. Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The filer is permitted one free look at the document *and* the docket sheet to verify that the pleading was properly docketed. The court strongly urges you to copy the **Notice of Electronic Filing** *and* pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

Note: It is the responsibility of filers to send hard copies of the pleading and **Notice of Electronic Filing** to attorneys and pro se parties who have indicated they *do not* have e-mail accounts.

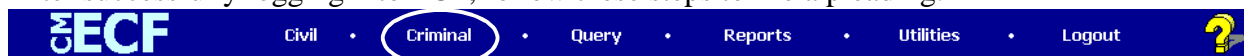
Filing Documents for Criminal Cases

IMPORTANT: Electronic filing in **criminal cases** will begin in May 2003.

There are nine basic steps involved in filing a criminal document:

- 1) Select the type of document to file
- 2) Enter the case number in which the document is to be filed
- 3) Designate the defendant that the filing relates to
- 4) Verify that the case number and caption are correct
- 5) Designate the party(s) filing the document
- 6) Specify the PDF file name and location for the document to be filed
- 7) Add attachments, if any, to the document being filed
- 8) Modify docket text as necessary
- 9) Submit the pleading to ECF
- 10) Receive notification of electronic filing

After successfully logging into ECF, follow these steps to file a pleading.



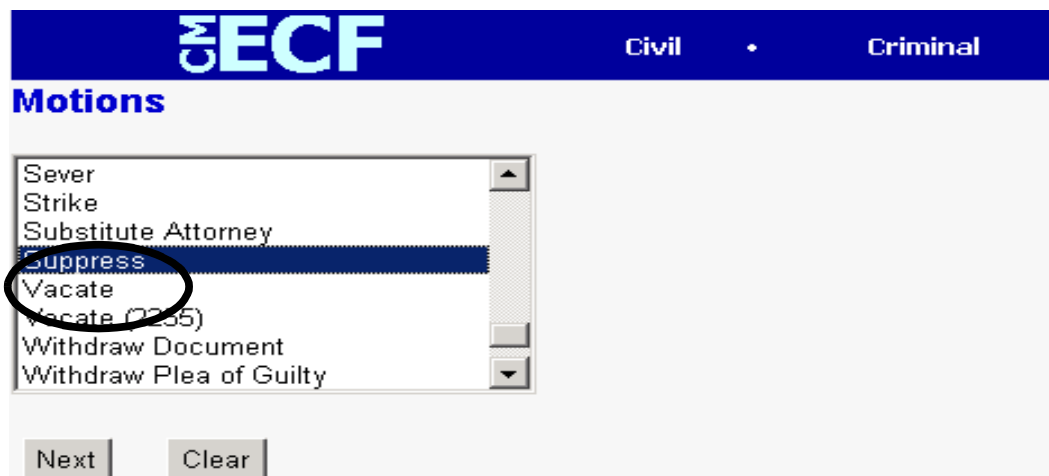
1. Select the type of document to file

Select **Criminal** from the blue menu bar at the top of the ECF screen. The Criminal Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.

Click on **Motions**, under **Motions and Related Filings**



The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file.



For demonstration purposes, highlight **Suppress** and click on [Next].

Note: To select more than one motion, press and hold down the **Ctrl** key, and click on each of the desired multiple forms of relief.

2. Enter the case number in which the document is to be filed.

A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on **[Next]**.

The screenshot shows the ECF Motions screen. At the top is a blue header with the ECF logo and navigation links: Civil, Criminal, and Query. Below the header is the word "Motions" in blue. The main area has a light gray background. A "Case Number" label is above a text input field. The input field contains "02-100". To the right of the input field, a yellow tooltip box displays the text: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field are two buttons: "Next" and "Clear".

Note: if the case number you are working on is 6:02cr10001, you could enter the case number in any of the following formats:

02-10001

02cr10001

6:02-cr-10001

6-02-cr-10001

6:02cr10001

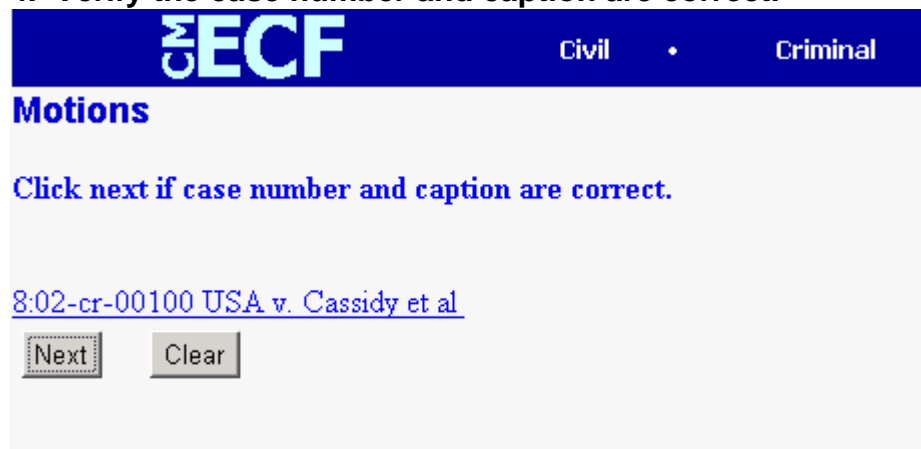
- If the number is entered incorrectly, click **[Clear]** to re-enter. If the computer prompts that you entered an invalid case number, click on **[Back]** to re-enter.
- When the case number is correct, click on **[Next]**

3. Designate the defendant(s) that the filing relates to.


The screenshot shows the ECF Motions screen. At the top is a blue header with the ECF logo and navigation links: Civil and Criminal. Below the header is the word "Motions" in blue. The main area has a light gray background. The text "Select defendants" is displayed. Below it are three checkboxes with labels: ☐ 8-02-cr-100-1 - Butch Cassidy, ☐ 8-02-cr-100-2 - Sundance Kid, and ☒ All defendants. At the bottom are two buttons: "Next" and "Clear".

Click in the boxes to place a check next to each defendant's name that this filing relates to. If it relates to all defendants in the case, check the box for "All Defendants" and leave the other boxes unchecked. When finished selecting defendants click on **[Next]**.

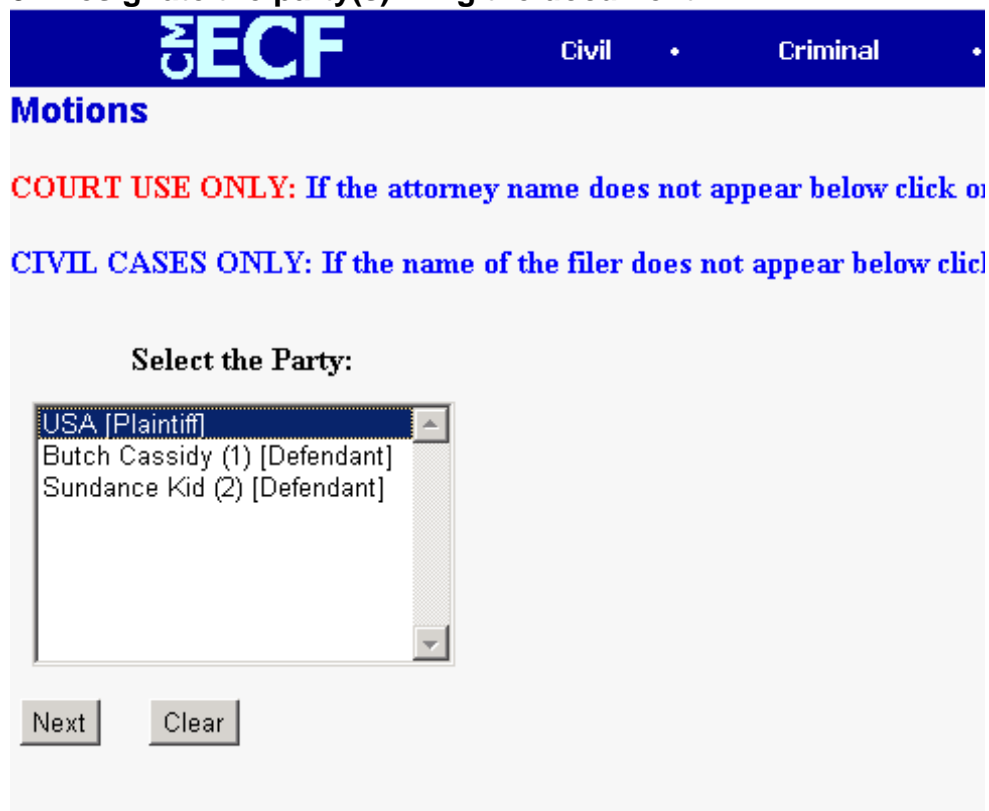
4. Verify the case number and caption are correct.



The screenshot shows the CM/ECF interface with a blue header bar containing the logo and tabs for "Civil" and "Criminal". Below the header, the word "Motions" is displayed in blue. A blue instruction text reads: "Click next if case number and caption are correct." Below this, the case number "8:02-cr-00100" and caption "USA v. Cassidy et al" are shown in blue. At the bottom of the form are two buttons: "Next" and "Clear".

Click 

5. Designate the party(s) filing the document



The screenshot shows the CM/ECF interface with a blue header bar containing the logo and tabs for "Civil" and "Criminal". Below the header, the word "Motions" is displayed in blue. Red text reads: "COURT USE ONLY: If the attorney name does not appear below click on". Blue text reads: "CIVIL CASES ONLY: If the name of the filer does not appear below click on". Below this is a section titled "Select the Party:" containing a scrollable list box with the following items: "USA [Plaintiff]", "Butch Cassidy (1) [Defendant]", and "Sundance Kid (2) [Defendant]". At the bottom of the form are two buttons: "Next" and "Clear".

Highlight the name of the party or parties filing the motion. Click on the **[Next]** button.

6. Specify the PDF file name and location for the document to be filed.

ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below. ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF.

Note: You **MUST** attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** be in **PDF** format. Otherwise, ECF will not accept the document.

ECF Civil • Criminal •

Motions

[8:02-cr-00100 USA v. Cassidy et al](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Browse...

Attachments to Document: ☒ No ☐ Yes

Next **Clear**

- Click on the [**Browse**] button. ECF opens the following screen.

File Upload

Look in: PDF Files

File name:

Files of type: HTML Files

Open **Cancel**

- Change the **Files of type** from:

Files of type: HTML Files **Cancel**

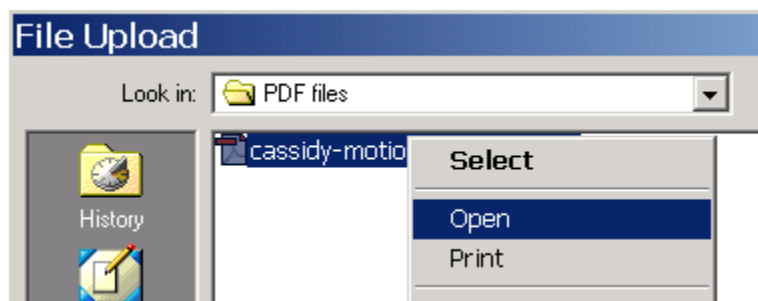
to:



! Navigate to the appropriate directory and file name to select the PDF document you wish to file.

! Highlight the file to upload to ECF.

Note: In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.



! Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button in the lower right corner of the File Upload window. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.

A screenshot of the ECF Motions screen. The header is blue with the ECF logo and 'Civil' and 'Criminal' tabs. The main content area is white. It shows the case name '8:02-cr-00100 USA v. Cassidy et al' and a text box for the filename 'C:\My Documents\PDF files\cassidy-m'. A 'Browse...' button is next to the text box. Below the text box are radio buttons for 'Attachments to Document' with 'No' selected. At the bottom are 'Next' and 'Clear' buttons.

ECF Civil • Criminal Q

Motions

[8:02-cr-00100 USA v. Cassidy et al](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

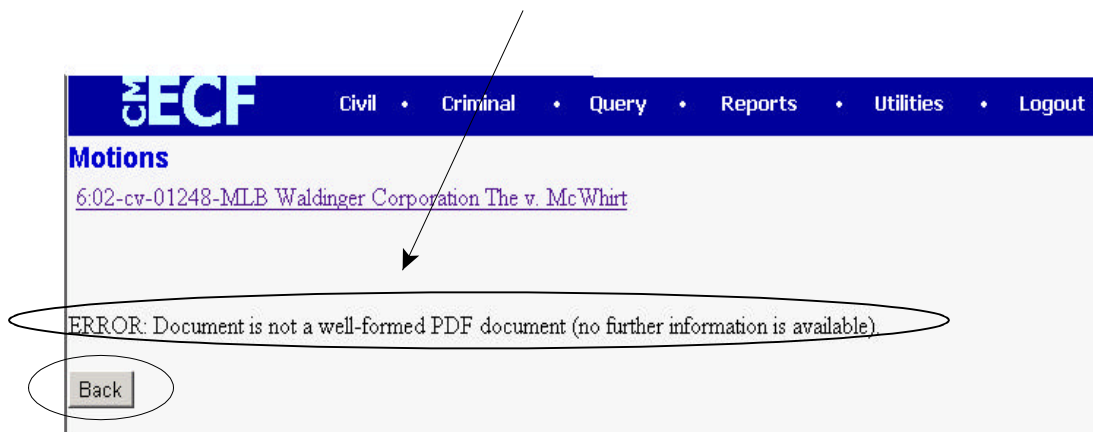
C:\My Documents\PDF files\cassidy-m **Browse...**

Attachments to Document: ☒ No ☐ Yes

Next **Clear**

- ! If there are no attachments to the motion, click on [Next]. A new **Motions** window opens. Go to Section 6, “**Modifying Docket Text**,” to proceed with your filing.
- ! If you have Attachments to your motion, you will select [Yes] on the screen depicted on the previous page. Click on [Next] and proceed to the first step in Section 5, “**Adding Attachments to Documents Being Filed**”.

In the event you selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you click on the [Next] button.



- ! ECF will not permit you to select a file for your pleading that is not in PDF format.
- ! Click on the [Back] button and ECF will return to the **Motions** screen. Select and highlight the PDF file of your pleading and proceed as before.

Failure to Select A Document to File

If you fail to select a document to file with your pleading, ECF will display the error message depicted below.



- ! If you click [OK] from the screen depicted above ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

7. Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Motions** screen appears.

ECF Civil • Criminal • Query • Reports • Utilities • Logout

Motions
[8:00-cv-00101 Solich v. Stoops](#)

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type and/or enter a description.

Type Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Click on [**Browse**] to search for the document file name of the attachment.

- ! Next to the field for attachment **Type**, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection.
- ! To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.
- ! Click on [**Add to List**].

ECF adds the selected documents an attachment to the pleading. A new **Motions** screen opens so you may file additional attachments to the pleading.

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type and/or enter a description.

Type Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- ! Repeat the sequence for each additional attachment.
- ! After adding all of the desired PDF documents as attachments, click on [**Next**].

When attachments and exhibits are in paper format

For paper attachments, divide them into 15 to 20 page segments, scan and file them electronically.

8. Modify docket text

ECF Civil • Criminal • Query • Reports • Utilities •

Motions

[8:02-cr-00100 USA v. Cassidy et al](#)

Docket Text: Modify as Appropriate.

Click on the button shown here to open a modifier drop-down list. Select a modifier if appropriate.

ECF Civil • Criminal • Query • Reports • Utilities •

Motions

[8:02-cr-00100 USA v. Cassidy et al](#)

Docket Text: Modify as Appropriate.

Click in the open text area to type additional text for the description of the pleading.

ECF Civil • Criminal • Query • Reports • Utilities •

Motions


[8:02-cr-00100 USA v. Cassidy et al](#)

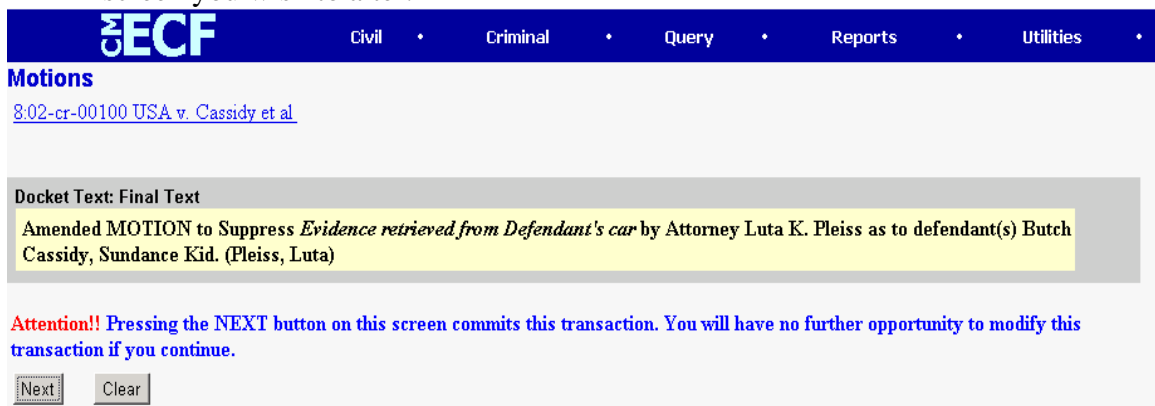
Docket Text: Modify as Appropriate.

9. Submit the pleading.

! Click on the [Next] button. A new **Motions** window appears with the

complete text for the docket report.

- ! Review the docket text and correct any errors. If you need to modify data on a previous screen, click the  button on the Netscape toolbar to find the screen you wish to alter.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. Below this is a section titled "Motions" with a link to "8:02-cr-00100 USA v. Cassidy et al". The main content area shows "Docket Text: Final Text" and a highlighted yellow box containing the text: "Amended MOTION to Suppress Evidence retrieved from Defendant's car by Attorney Luta K. Pleiss as to defendant(s) Butch Cassidy, Sundance Kid. (Pleiss, Luta)". Below this is a red warning message: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." At the bottom are "Next" and "Clear" buttons.

- ! Click on the [Next] button to file and docket the pleading.

Note: The screen depicted above contains the following warning.

Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- ! clicking on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.
- ! clicking on the Web Browser [**Back**] button until *you return to the desired screen*.

10. Notice of Electronic Filing

ECF opens a new **Motions** window displaying an ECF filing receipt.

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Motions
[8:00-cv-00101 Solich v. Stoops](#)

Notice of Electronic Filing

The following transaction was received from Bobby Donnell on 2/7/2002 at 8:22 PM CST

Case Name: Solich v. Stoops
Case Number: [8:00-cv-00101](#)
Document Number: [2](#)

Docket Text:
 Third MOTION for Preliminary Injunction to cease and desist by Attorney Bobby Donnell on behalf of Plaintiff Frank Solich (Pleiss, Luta)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:C:/WINDOWS/Desktop/CofC.pdf
Electronic document Stamp:
 [STAMP dcecfStamp_ID=1002743010 [Date=2/7/2002] [FileNumber=56249-0] [5cabcaf55e74eceb929b886c8e0cc5a5fa41f62d76f2f832ee1204010c1c8011c24da8cb9ac271fe07806426c2a77dd65992d891a699512144c5e6b9b880645d]]

8:00-cv-00101 Notice will be electronically mailed to:

8:00-cv-00101 Notice will not be electronically mailed to:

Bobby Donnell
 DONNELL, YOUNG LAW FIRM
 72 Beacon Street
 Boston, MA 02108

! The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.

! Select **[Print]** on the Netscape Toolbar to print the document receipt.

! Select **[File]** on the Netscape menu bar, and choose **Save Frame As...** from the drop-down window to save the receipt to a file on the hard drive of your computer.

Note: The **Notice of Electronic Filing** represents your Certificate of Service. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

! ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will ***not*** be electronically notified of the filing. It is the **filer's** responsibility to serve hard copies of the pleading **and** the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

E-Mail Notification of Documents That Were Filed

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their E-mail addresses to the Court. **Only attorneys of record in the case are able to view pleadings in Criminal cases via the internet.** Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The filer is permitted one free look at the document. The Court strongly urges you to copy the **Notice of Electronic Filing** and pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

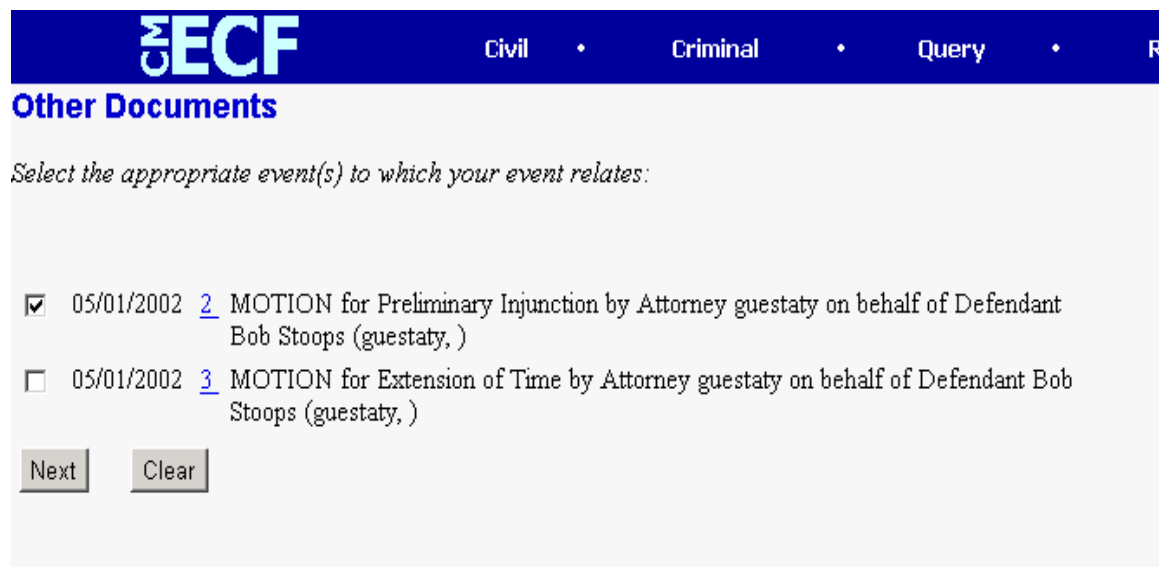
<p>Note: It is the responsibility of filers to send hard copies of the pleading and Notice of Electronic Filing to attorneys and pro se parties who have indicated they <i>do not</i> have E-mail accounts.</p>

Linking Documents (Refer to existing event)

Some pleadings such as Memorandums in Support and Responses should be “linked” to their related documents in the case. When filing these and certain other types of documents you will be presented with the following screen.



An “event” in CM/ECF is anything that has been filed in a case. To link the document you are currently filing to a previously filed document, check the box in front of “**Refer to existing event(s)?**” and click [**Next**].



Select the appropriate event(s) to which your event relates:

- ☒ 05/01/2002 [2](#) MOTION for Preliminary Injunction by Attorney guestaty on behalf of Defendant Bob Stoops (guestaty,)
- ☐ 05/01/2002 [3](#) MOTION for Extension of Time by Attorney guestaty on behalf of Defendant Bob Stoops (guestaty,)

Click the checkbox for the document you wish to link to and click [**Next**].

Query Feature

Registered participants should use this feature to query the Electronic Case Filing (ECF) system for specific case information. To enter the Query mode, click on **Query** from the **Blue** menu bar of ECF.



ECF opens the **PACER Login** screen. You must enter your **PACER** login and password before ECF permits you to query the ECF database.

Note: Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. A fee of \$.07 per page will be charged to access documents, docket sheets, etc. from ECF.

After you enter your PACER login and password, ECF opens a Query data entry screen as depicted below. If you know the number that the Court has assigned to the case, enter it in the **Case Number** field and click on the **[Run Query]** button. ECF opens the query screen depicted in Figure B on the next page.

The image shows the 'Query' screen of the ECF system. At the top is a dark blue navigation bar with the 'ECF' logo and menu items: 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. The 'Query' item is highlighted. Below the navigation bar is a yellow box containing the search fields. The 'Search Clues' section includes a 'Case Number' field with the value '00-101' and a 'Def Number' field. Below these are two rows of date fields: 'Filed Date' and 'Last Entry Date', each with a 'to' field. A 'Nature of Suit' dropdown menu is also present, showing options: '0 (zero)', '110 (Insurance)', and '120 (Contract Marine)'. Below these are three name fields: 'Last Name', 'First Name', and 'Middle Name'. A 'Type' dropdown menu is at the bottom left. At the bottom of the yellow box are two buttons: 'Run Query' and 'Clear'.

You may query the ECF database by the name of a party or an attorney to the case. Enter the last name of the party in the appropriate field. If more than one person with that name is in the database, ECF returns a screen from which to select the correct name (Figure A). If you click on the name of the party, ECF will open the query screen depicted in Figure B. If the individual is a party to more than one case, ECF will open a screen listing all of the party's cases. Click on the

case number hyperlink and ECF opens the query screen depicted in Figure B.

Figure A
Select A Person



There were 2 matching persons.

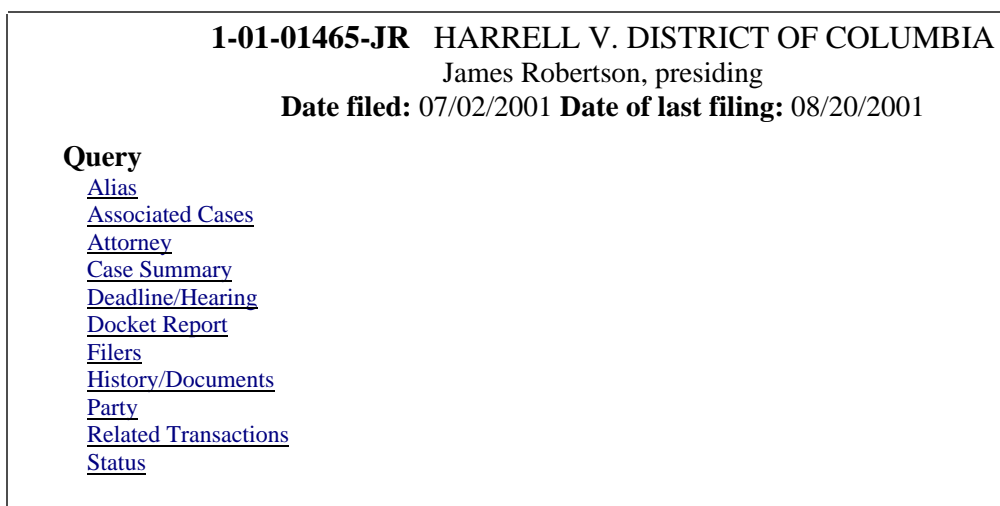
Jackson, David A. (aty)

Jackson, Thomas Charles (aty)

After querying the database by case number, name, or nature of suit, ECF opens the **Query** window for the specific case you selected. See Figure B.

You may also query a case by the nature of suit. You must enter a range for either the filed date or the last entry date in order for the query to run. To search for all cases of a certain type, use the date 1/1/1970 as the "beginning of time." When you run the query, if there is more than one case that meet those criteria, you will get a screen similar to the one in Figure A, but listing multiple case numbers.

Figure B



At the top of the window, ECF displays the case number, parties to the case, presiding judge, date that the initial claim was filed, and date of last filing for the case. You may choose specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen. The following paragraphs describe several of the available case-specific query options.

Attorney

Displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties to the case.

Case Summary

Provides a summary of current case-specific information as represented below.

1-01-01465-JR HARRELL V. DISTRICT OF COLUMBIA

James Robertson, presiding

Date filed: 07/02/2001 Date of last filing: 08/20/2001

Case Summary

Office:	Washington, DC	Filed:	07/02/2001
Jury Demand:	Both	Demand:	
Nature of Suit:	442	Jurisdiction:	Federal Question
Cause:	28:1983 Civil Rights	Disposition:	
County:		Terminated:	
Origin:	1	Reopened:	
Lead Case:	None		
Related Case(s):	None		
Flags: JURY, TYPE-H			
Party 1:	WAYNE HARRELL (pla)		
Party 2:	DISTRICT OF COLUMBIA (DFT)		
Atty: Ruth Ann Lowery	Represents Party 1: pla	Phone: (202) 789-6064	
		Fax: (202) 789-6190	
		E-mail: rlowery@bdlaw.com	
Atty: David A. Jackson	Represents Party 2: dft	Phone: (202) 724-6618	

Deadlines/Hearings

Produces a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines. If you query as illustrated below, ECF opens the **Deadline/Hearings** screen depicted on the next page.

Deadlines/Hearings

Sort by

- Document Number
- Deadline/Hearing
- Filed
- Due/Set**
- Satisfied
- Terminated

After the window opens, if you click on a document number, ECF will display the actual Scheduling Order for the conference or hearing.




4:00-cv-00012-rb Evergreen Trailer Park and Lodging Co, Inc v. Tri-State Insurance Company

Roy Bean - Art III, presiding

David T. Mann - MJ, referral

Date filed: 06/28/2002 Date of last filing: 09/27/2002

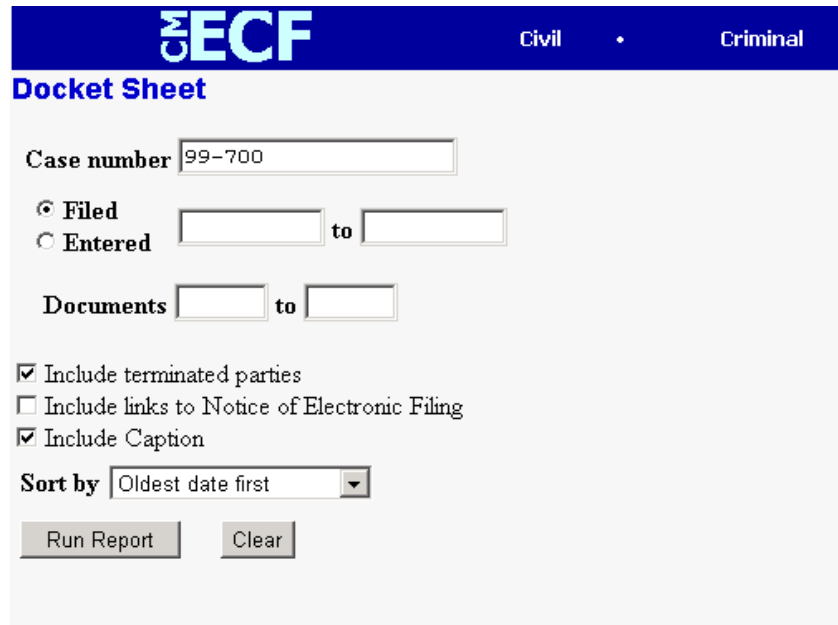
Deadlines/Hearings

Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
	 Status Conference	07/12/2002	02/03/2003 at 01:30 PM		
3	 Motion Hearing	06/28/2002	06/28/2002 at 03:00 PM		06/28/2002
2	 Motion Hearing	06/28/2002	06/28/2002 at 01:00 PM		09/27/2002

If you click on the button to the left of the Deadline/Hearing title, ECF will display the docket information and related docketing entries for the hearing that you selected.

Docket Report

When you select Docket Report, ECF opens the Docket Sheet screen as depicted below.



ECF Civil • Criminal

Docket Sheet

Case number

☒ Filed to

☐ Entered to

Documents to

☒ Include terminated parties
☐ Include links to Notice of Electronic Filing
☒ Include Caption

Sort by ▼

You may select a date range for your docketing report as well as a range of docketing numbers. If you leave the range fields blank, ECF will default to print the entire docketing report. Place a checkmark in the box to **Include links to Notice of Electronic**

Filing if you wish to view them from the docket sheet. After you have selected the parameters for your report, click on the **[Run Report]** button. ECF will run your custom docketing report and display it in a window as depicted.

The document numbers in the middle column are hyperlinks to PDF files of the actual documents. Place your pointer on the button next to the document number and click to display the **Electronic Notification Report** for the document.

History/Documents

This selection queries the database for case event history and documents associated with the case. After you click on the **History/Documents** hyperlink, ECF opens the screen depicted below. You may select the sort order for the query report and choose to exhibit all events or only those with documents attached. ECF also offers you the option to display the docket text in the report.

After making your selections, click on the **[Run Query]** button. ECF queries the database and builds your report. Figure 24A depicts a portion of a **History/Documents**

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

History/Documents

☒ All events (history)
☐ Only events with documents
☒ Display docket text

Sort by: Most recent date first
Oldest date first
Most recent date first

Run Query Clear

report. This particular report lists all of the events and documents associated with the case in reverse chronological order. It also displays the docketing text for all docketed events.

Figure 24A

Doc. No.	Dates	Description	Private Event	Type Subtype	Docket Part ID
6	Filed: 08/20/2001 Entered: 08/20/2001	Meet and Confer Statement		misc mcstmtX	34
Docket Text: MEET AND CONFER STATEMENT. (Lowery, Ruth)					
7	Filed: 08/20/2001 Entered: 08/20/2001	Scheduling Order		order scho	36
Docket Text: SCHEDULING ORDER: Final pretrial conference set for 6/27/2002 at 4:30 PM; jury trial set for 7/8/2002 at 9:30 AM; status conference set for 1/8/2002 at 4:30 PM. Signed by Judge James Robertson on August 20, 2001. (MT,)					
7	Filed: 08/20/2001 Entered: 08/20/2001	Set Deadlines		order setddl	37
Docket Text: SCHEDULING ORDER: Final pretrial conference set for 6/27/2002 at 4:30 PM; jury trial set for 7/8/2002 at 9:30 AM; status conference set for 1/8/2002 at 4:30 PM. Signed by Judge James Robertson on August 20, 2001. (MT,)					
--	Filed: 08/08/2001 Entered: 08/08/2001	Meet and Confer Hearing		hearing mchrg	32
Docket Text: Minute Entry: Meet and Confer Hearing held on 8/8/2001 before Judge James Robertson in chambers. (Not reported) (mlp,)					
--	Filed: 07/31/2001 Entered: 07/31/2001	Calendar Entry		utility calentry	17
Docket Text: Calendar Entry, Set/Reset Hearings: Meet and Confer Hearing set for 8/8/2001 02:00 PM before Judge James Robertson in chambers. (mlp,)					
--	Filed: 07/31/2001	Set/Reset Hearings		utility	18

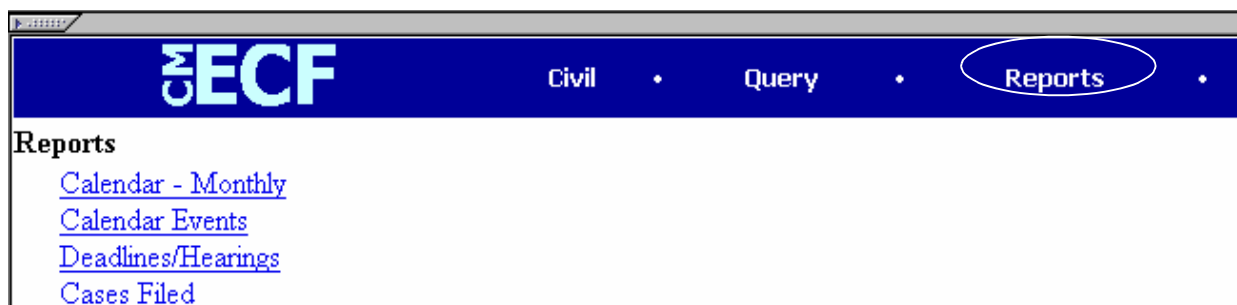
You may view a PDF file of actual documents by clicking on the document number in the far-left column of the onscreen report.

Other Queries

The process for selecting and running other queries in the **Query** feature of ECF is similar to what has been described above.

Reports Feature

The Reports feature of ECF provides the user with several report options. After selecting the Reports feature from the **Blue** menu bar, ECF opens the **Reports** screen depicted in Figure 25.

Figure 25

If you select Cases Filed or Docket Sheet from the screen depicted in Figure 25, ECF will ask you to login to PACER. You may view Court Calendar Events for a case without logging into PACER.

Click on the **Docket Sheet** hyperlink in Figure 25 and ECF opens the **PACER** login screen.

Enter your **PACER** login and password. Click on the **[Login]** button and ECF will open the Docket Sheet report query window depicted below.

The screenshot shows the ECF Docket Sheet query window. At the top is a blue header with the ECF logo on the left, and 'Civil' and 'Criminal' tabs on the right. Below the header, the title 'Docket Sheet' is displayed. The form contains several input fields and checkboxes. The 'Case number' field is pre-filled with '99-700'. There are radio buttons for 'Filed' (selected) and 'Entered', each followed by a date range field. Below these are 'Documents' date range fields. There are three checkboxes: 'Include terminated parties' (checked), 'Include links to Notice of Electronic Filing' (unchecked), and 'Include Caption' (checked). A 'Sort by' dropdown menu is set to 'Oldest date first'. At the bottom are two buttons: 'Run Report' and 'Clear'.

ECF

Civil • Criminal

Docket Sheet

Case number 99-700

☒ Filed to

☐ Entered to

Documents to

☒ Include terminated parties
☐ Include links to Notice of Electronic Filing
☒ Include Caption

Sort by Oldest date first

Run Report Clear

This is the same query window that ECF displayed when you selected **Docket Report** from the **Query** feature. Enter the case number for your docket sheet in the **Case Number** field. Select parameters for the remainder of the data entry fields and click on the **[Run Report]** button. ECF will display a full docket sheet for the case you selected. See the **Query** feature section of this manual for a depiction of a partial docket sheet report. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields. ECF also offers various sorting options from the Docket Sheet query screen.

Utilities Feature

The **Utilities** feature provides the means for registered users to maintain their account in ECF and to view all of their ECF transactions.

Your Account

This section of the **Utilities** feature provides you the capability to maintain certain aspects of your ECF account with the Court and to view a log of all your transactions within ECF.

Maintain Your Account

Click on the **Maintain Your Account** hyperlink to open the **Maintain User Account** information screen.

Maintain User Account

Last name	<input type="text" value="wed"/>	First name	<input type="text"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
Title	<input type="text"/>	Type	crt
Office	<input type="text" value="Will E. Short"/>		
Address 1	<input type="text" value="Technical Writer"/>		
Address 2	<input type="text"/>		
Address 3	<input type="text" value="Room 2301"/>		
City	<input type="text"/>	State	<input type="text"/>
Country	<input type="text"/>	County	<input type="text"/>
Phone	<input type="text" value="(202) 354-8297"/>	Fax	<input type="text"/>
Bar Id		Bar status	
Initials	DOB	AO code	End date

Email information... More user information...

Submit Clear

This screen displays all of the registration information that is contained within the ECF database for your account with the Court. This includes Bar Identification and Bar status. **DO NOT CHANGE YOUR MAILING ADDRESS. CONTACT THE CLERK'S OFFICE TO REQUEST A CHANGE OF ADDRESS .**

Clicking on the **[E-mail information]** button opens the following screen.

E-mail information for wes

Primary e-mail address

Send the notices specified below

☒ to my primary e-mail address

☐ to these additional addresses

☒ Send notices in cases in which I am involved

☐ Send notices in these additional cases

☒ Send a notice for each filing

☐ Send a Daily Summary Report

Format notices ☒ html format for Netscape or ISP e-mail service

☐ text format for cc:Mail, GroupWise, other e-mail service

ECF will e-mail to parties their **Notices of Electronic Filing** based upon the information entered in this screen. Perform the following steps to enter additional e-mail addresses for individuals that you wish ECF to notify regarding new case pleadings and documents.

- ! From the screen depicted above, enter a check mark by clicking on the box to the left of the line, which reads “**to these additional addresses**”.
- ! Enter the e-mail addresses of those individuals you wish to notify concerning ECF activity. This data entry field has a capacity of 250 characters for approximately ten e-mail addresses.

E-mail information for Robert Donnell

Primary e-mail address

Send the notices specified below

☒ to my primary e-mail address

☐ to these additional addresses

☒ Send notices in cases in which I am involved

☐ Send notices in these additional cases

☒ Send a notice for each filing

☐ Send a Daily Summary Report

Format notices ☒ html format for Netscape or ISP e-mail service

☐ text format for cc:Mail, GroupWise, other e-mail service

- ! Stipulate the format of the ECF notices by selecting your choice from the bottom of the screen.
- ! If you wish to enter completely new information about your account, use the **[Clear]** button to clear the fields on this screen.

After updating your account information, click on the **[Return to Account screen]** button to return to your **Maintain User Account** screen.

To edit or view login information about your account, select the button labeled **More user information**, from the **Maintain User Account** screen. ECF opens the screen depicted in Figure 32.

Figure 32

More User Information for attorney1

Login	attorney1	Last login	10-03-2002 15:10
Password	*****	Current login	10-03-2002 15:10
Prid	39	Create date	09/04/2002
Registered		Update date	09/04/2002
Groups	Attorney		

Return to Account screen Clear

This screen displays user login information and provides the means to change your ECF password. Notice that ECF displays a string of asterisks in the **Password** field. To change your ECF password, place your cursor in the **Password** field and delete the asterisks. Type in your new password. ECF displays the actual characters of your new password as you type. When you have completed your interface with ECF from this screen, click on the **[Return to Account screen]** button to reopen the **Maintain User Account** screen. When you are satisfied that all of your account information is accurate and up-to-date, click on the **[Submit]** button at the bottom of the **Maintain User Account** screen to submit your changes to ECF. ECF will notify you onscreen that your updates were accepted. If you changed passwords, you may begin using the new password during your next ECF session.

View Your Transaction Log

From the **Utilities** screen, click on the **[View your Transaction Log]** button. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range for your report and click on the **[Submit]** button. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria. See Figure 33 for a sample transaction log report.

Figure 33

CM ECF

Civil • Criminal • Query • Reports • Utilities • Logout



Transaction Log

Report Period: 01/01/1996 - 10/03/2002

Id	Date	Case Number	Text
120427	09/11/2002 12:42:08	5-00-cv-4204	COMPLAINT against Social Security Commissioner (Filing fee \$ 150.), filed by Marie B Plewka.(attorney1,)
120439	09/11/2002 14:48:56	5-00-cv-4204	MOTION for Leave to Proceed in forma pauperis by Marie B Plewka.(attorney1,)
120749	09/17/2002 09:15:16	5-00-cv-4204	AMENDED COMPLAINT against Social Security Commissioner, filed by Marie B Plewka.(attorney1,)
120756	09/17/2002 09:36:30	5-00-cv-4204	MOTION for Extension of Time to File Answer re [1] Complaint, [5] Amended Complaint by Social Security Commissioner. (Attachments: # (1) Text of Proposed Order)(attorney1,)
122086	09/30/2002 16:57:35	6-02-cv-1341	NOTICE by Latavia L. Perez (attorney1,)
122123	10/01/2002 15:59:31	6-02-cv-1194	NOTICE by USA (attorney1,)

Total Number of Transactions: 6

Use this feature of ECF to review your transactions and to verify that:

- ! all of the transactions you entered are reflected in the Transaction Log
- ! no unauthorized individuals have entered transactions into ECF using your login name and password.

Miscellaneous

ECF provides three **Miscellaneous** functions within the Utilities feature of the system.

- ! Legal Research
- ! Mailings
- ! Verify a Document

When you click on the **Legal Research** hyperlink from the **Miscellaneous** screen, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the Internet. Select the **Verify a Document** hyperlink to open a query screen and enter data in the screen fields to locate a particular document attached to a specific case number. There is also a **Mailings** hyperlink that opens a new screen for making or requesting mailings from ECF.

Logout

After you have completed all of your transactions for a particular session in ECF, you should exit from the system.



Click on the **Logout** hyperlink from the ECF **Blue** menu bar. ECF will log you out of the system and return you to the ECF login screen as depicted in Figure 4 of this manual.

Additional Information Regarding ECF

Sealed Documents

Continue to file sealed documents at the District Court Clerk's office in accordance with the existing practices and procedures for conventional filing.

Figure 33

CM ECF

Civil • Criminal • Query • Reports • Utilities • Logout



Transaction Log

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